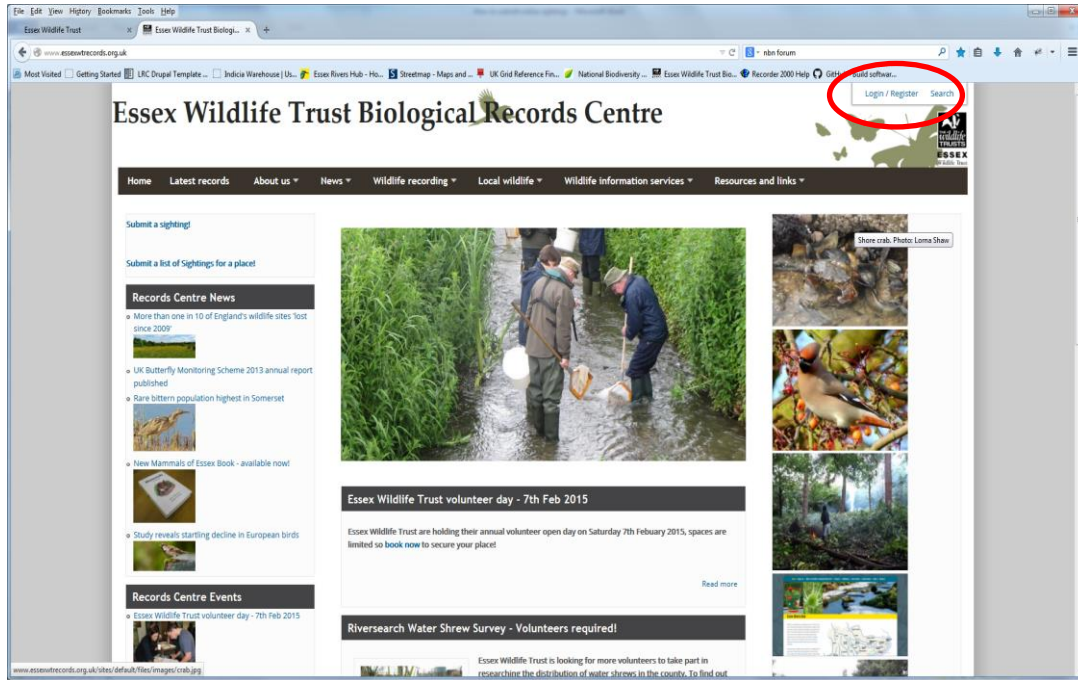


How to report an online sighting

The new Essex Wildlife Trust Records Centre website can be accessed here:

<http://www.essexwtrecords.org.uk>

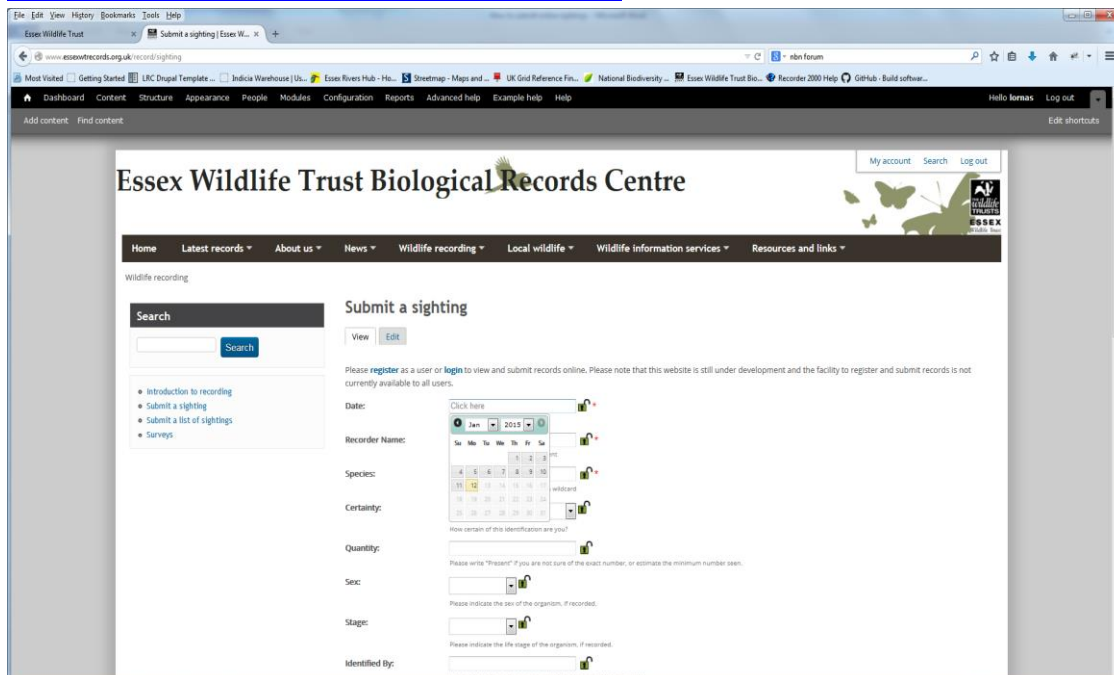
To use the online recording facility you will need to register first, please follow the link from the home page to register on the site (circled below in red).



1. Submitting a species record:

- The “submit sightings” forms are for online recording. To submit a single sighting, follow this link when logged in to get to the online recording form:

<http://www.essexwtrecords.org.uk/record/sighting>



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Essex Wildlife Trust
Company Registered
No 638666 England


Registered Charity
No 210065


VAT Registered
No 945 7459 77


- Clicking on the date field will bring up a calendar with a date picker to select the date. This prevents wrong dates from being entered.


view | edit


Please register as a user or login to view and submit records online. Please note that this website is currently available to all users.


Date:  *


Recorder Name:  *

Species:  *

Certainty:  *

Quantity:  *

Sex:  *

Stage:  *


Please write "Present" if you are not sure of the exact number, or estimate the minimum number seen.

Please indicate the sex of the organism, if recorded.


Please indicate the life stage of the organism, if recorded.


- The "Recorder Name" field should be automatically filled in with your name, but you can override this if needed.
- Species – you can search for a species by Latin or common name. If there is more than one option (e.g. for "Redshank" which could be a bird, a plant or a moss), the taxon group is also listed so that you can pick the right species. The taxon names used are linked to the National Biodiversity Network dictionary, which includes synonyms. See <https://data.nbn.org.uk/>. If you cannot find the species you are looking for, try putting * in front of or after the name, for example "*frog" will bring up a list of all types of frog, and you can then select "common frog" from the drop down list:


Select the date of the record.


Recorder Name:  *


Enter the recorder's name, if different

Species:  *

Certainty:  *

Quantity:  *

Sex:  *


Stage:  *

the exact number, or estimate the minimum number seen.

recorded.

Please indicate the life stage of the organism, if recorded.


- These and the location fields are the only fields you need to complete, but there are also fields to add in quantity information, stage (adult, juvenile), sex, and another recorder name if someone helped with the species id. There is also a field to complete asking how certain you are of the ID – please only put in records you are certain of! (The only exception to this might be if you had a photograph to upload for verification). Fields with a red star are compulsory, and fields with a padlock icon are lockable, so that they retain the information if you want to put another record in (use this option with caution!).
- There is also a button to upload a photo file to your record if you have one, and a "sensitivity" option. If you have sensitive records, e.g. a nest or badger sett, tick the box here and you can blur the location of the record to a larger scale. The original grid reference will still be stored but the record will only be viewable on the website at the scale you specify.

Identified by:  *

If anyone helped with the identification please enter their name here

Photos


Add photo

photo  *

28% Uploaded...


Sensitivity

Is the record sensitive?:

Blur record to:  *

none
Blur to 100m
Blur to 1km
Blur to 10km
Blur to 100km

The record will be shown at the public viewing

Location:  *

Please provide a site name if possible. Do not enter a postal address as the information you provide may be visible to others.

- Scrolling down the page will bring you to the section of the form that deals with the location of your record. Fill in the “location” box with an approximate site name. Typing an EWT reserve name in the “location” box or a place name in the “search for a place” box will automatically zoom the map in to that approximate location. EWT Reserve names are stored on the site so will autocomplete.
- You can then use the pan and zoom tools on the map to find the location of your record. Clicking on the map will automatically populate the grid reference field with the correct grid reference at the scale that you selected. Depending on the size of the square on the map the grid reference will be at a 1km, 100m or 10m accuracy. To help you pinpoint the record you can switch between a map and satellite view by clicking on the “+” icon on the top right corner of the map.

Location:
Howlands Marsh EssexVT

Please provide a site name if possible. Do not enter a postal address as the information you provide may be visible to others.

Enter a spatial reference:
TM113166

Or search for a place on the map:
Search

Or simply click on your rough position on the map.
Good. 100m square selected.

Habitat:
[Dropdown menu]

Comment:
[Text area]

Submit

- Once you are happy with the location you can add habitat information using the drop down menus and add a comment in the box below that if needed.
- Click “submit” at the bottom of the form to submit the record.

Location:
Howlands Marsh EssexVT

Please provide a site name if possible. Do not enter a postal address as the information you provide may be visible to others.

Enter a spatial reference:
TM113166

Or search for a place on the map:
Search

Or simply click on your rough position on the map.
Good. 100m square selected.

Habitat:
Inland water
Standing waters

Comment:
[Text area]

Submit

The “submit multiple records for a site” form is similar to the single sightings form, but with a grid to allow you to enter a list of records for one location. Enter your species records into the table and then click the “Where was it?” tab to select your location as above.

Once you have submitted your records you can go to “latest records → my records” to view and edit them.

Happy recording!